1. Go to <https://calbaptist.curriculog.com/> and **login** using your CBU credentials.
2. **Click** on “New Proposal”



1. Hover mouse over appropriate proposal and **click** on the green check to Start Proposal.

 

1. Proposals with a **blue page and arrow** will allow you to import current data from the catalog (Course Deletion; Course Modification; Program Deletion; Program Modification)

 

OR



1. **Make your edits** to the proposal. You can leave and come back – it will save all work.
2. **Click** “Save All Changes”



1. **Attach** supporting documents, **click** on the “Files” icon located in the Proposal Toolbox, then **click** on “Choose File”. Once you have selected the document, **click** the “Upload” button.



**3**

**2**

**1**

1. At the top of the page, **click** the rocket icon to validate and launch the proposal.



1. If there are validation errors, **click** “Show Me” and add or save the data, then re-launch the proposal (Step 10).



1. **Click** the “Launch Proposal” button. You will be the first step in the approval process.

